

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
May 11, 2006
Roosevelt Room, Holiday Inn, Willmar**

Present: Betty Bollig, Bev Dougherty, Ron Erpelding, Oliver (Ollie) Hagen, Duane Hultgren and Milan Schmiesing

Ex Officio: Ron Christianson and Bruce Peterson

Excused: Larry Knutson, Les Nelson and Jean Spaulding

Staff: Steven Renquist, Executive Director and Kathy Schwantes, Assistant Director

Media: Anne Polta, West Central Tribune

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)

President Milan Schmiesing called the meeting to order at approximately 3:43 p.m. and welcomed new board member Ollie Hagen.

MINUTES—

IT WAS MOVED BY Betty Bollig, SECONDED BY Duane Hultgren, to approve the minutes of the April 13, 2006 meeting as mailed and e-mailed. MOTION CARRIED.

TREASURER'S REPORT—Steve Renquist reviewed with the board the financial report for period ending April 30, 2006. Since January 1, the city of Willmar has advanced funds to the EDC; there are funds in Bremer Bank to transfer to the city. President Schmiesing asked that Steve Okins be asked to attend a future meeting to go over the city's procedures and the format of the financial reports.

IT WAS MOVED BY Duane Hultgren, SECONDED BY Ron Erpelding, to approve the financial report for period ending April 30, 2006. MOTION CARRIED.

BILLS—Kathy Schwantes requested the board approve an expenditure approved by the Tourism Committee for the Glacial Lakes Championship Running Series. Renquist requested the board advance funds to the Kandiyohi County Economic Development Partnership, Inc.

IT WAS MOVED BY Bev Dougherty, SECONDED BY Oliver Hagen, to ratify the Tourism Committee's contribution from its special projects line item in the amount of \$1,000 to the Glacial Lakes Championship Running Series to purchase a time clock and finish line and affix the Kandiyohi County logo on the finish line banner and to transfer up to \$1,000, as needed, from the Kandiyohi County and City of Willmar Economic Development Commission's community contributions line item to the Kandiyohi County Economic Development Partnership, Inc. to cover expenses for the Appreciation & Awards Reception. MOTION CARRIED.

UNFINISHED BUSINESS

2007 Budget. Schwantes reported the EDC Joint Powers Board recommended a 2007 budget of \$455,000 plus 2006 anticipated reserves of \$45,000 for a total budget of \$500,000. Renquist stated plans are to have the committees make a presentation to the boards in June with their requested budgets. The board discussed spending reserves. Schwantes stated the EDC Joint Powers Board does not wish to have a reserve fund. Renquist stated the state auditor's office recommends a reserve of 40%. Ron Christianson stated the Joint Powers Board felt it was a preliminary budget figure.

IT WAS MOVED BY Ron Erpelding, SECONDED BY Bev Dougherty, to work with a preliminary projected 2007 budget of \$500,000 (\$455,000 levy and \$45,000 from reserves) and request the Executive Director and Assistant Director work with the committees on their individual budgets and if the amount budgeted does not work within the committee's programs, staff will come back to the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board.
MOTION CARRIED.

It was the board's consensus to hold a joint meeting between the boards and committees in June.

Board Packets. Renquist stated the board has been receiving its board information via e-mail and asked if the board would like electronic dissemination to continue. It was the board's consensus to have available at board meetings, a copy of the agenda, prior month's board minutes and financial report for each board member.

There was no other unfinished business.

NEW BUSINESS

Committee Member Additions and Removals.

IT WAS MOVED BY Duane Hultgren, SECONDED BY Betty Bollig, to add Al Christopherson to the Agribusiness/Renewable Energy Development Committee; Mike Nitchals, Charles Oakes, Bill Jagow and Don McGrath to the Business Retention & Expansion/Recruitment Technology Task Force; Deb Van Buren to the Marketing & Public Relations Committee; and Melissa Galvan as a member of the BRE/R Airport Business Task Force; and to remove Steve Wright from the BRE/R Airport Business Task Force. MOTION CARRIED.

Minutes Available Online. Renquist reported board, committee and task force minutes are now online on the kandiyohi.com web site under About W-K Economic Dev.

There was no other new business.

COMMITTEE REPORTS

Agribusiness/Renewable Energy Development (Ag) Committee. Renquist informed the board the Ag Committee hosted delegations from China and Sweden on alternative energy. China extended an invitation to the EDC to travel to China, but there is no contract or project at present. Renquist stated he has applied for a \$5,000 renewable resources grant through Southwest

Initiative Foundation, a portion of which will be used for travel expenses for Renquist and an Ag Committee member to travel to China and for Kathy Schwantes to travel to Sweden for a conference August 21 and 22, 2006. Board members recommended the board pursue the contacts with China and Sweden and fund the trips to those countries. Bruce Peterson suggested there is \$12,000 in travel budgeted for the Director and Assistant Director if the Ag Committee's budget does not allow for these expenditures.

IT WAS MOVED BY Bev Dougherty, SECONDED BY Duane Hultgren, to authorize two individuals to travel to China and one to Sweden on fact finding trips for renewable energy. MOTION CARRIED.

Renquist reported at next Thursday's Ag Committee meeting contractor Renae Shields will present her work plan.

BRE/R. Ron Erpelding reported the BRE/R Committee, Finance Committee and Willmar Area Development Corporation (WADC) all have a goal to establish an angel fund in the Kandiyohi County area. At its May 3 meeting, the BRE/R Committee heard a presentation from Brian Johnson of RAIN SourceSM Capital.

Finance. No report.

Marketing/Public Relations. Schwantes stated a mailing campaign is being worked on for the BRE/R Airport Task Force; Lakeland Press was selected to publish the 2007 visitors' guide; and a marketing presentation was made to the city of New London. Renquist stated if the presentation with New London goes well, it could lead to a meeting with all communities in the county on how the EDC may help with marketing their communities. Schwantes also reported the Appreciation & Awards Reception was planned by this committee.

Bring Them Back Home Task Force. Schwantes reported the next newsletter is being worked on and task force members will attend area class reunions this summer. Peterson stated the city of Willmar is working on a comprehensive plan and suggested a meeting be held with the Bring Them Back Home Task Force and the individuals in the database.

Tourism. Schwantes reported a subcommittee has been working on a new map for the Glacial Lakes Trail and recently heard a presentation by Brain Magnet for electronic mapping, which could be used not only for trails, but for economic development. Betty Bollig stated this company is also getting into printing atlases. Their programs can also be used with Palm Pilots. Peterson stated GPS coordinates may be put on street signs in the future.

Willmar Area Multicultural Market (WAMM). Schwantes stated the committee is focusing on grant writing at this time and developing curriculum for teaching entrepreneurs. Bev Dougherty stated the city approved the Becker Market, which will be held each Thursday afternoon June 1 through September on Becker Street between Fourth and Fifth Streets. Dougherty stated the response by vendors has been very good. The committee agreed to use the name "Multicultural Market" with "of Willmar" as an identifier in marketing materials; a logo will be developed.

ECONOMIC DEVELOPMENT ACTIVITIES—Peterson reported on working with area companies looking at space at the existing airport; working on the new airport with hangar relocations and construction of new hangars; housing development and redevelopment of the existing airport for industrial purposes; and the Duininck's plat. Renquist reported he is working on the sale of the Somody building; expansion of two local manufacturers and a distribution center; relocation of a company

from a neighboring county; workforce housing projects; will make a presentation next week to a company to move into the MinnWest Technology Campus; is working with Blandin Foundation; and attended a bioscience conference in Chicago. Schwantes reported attending a nanotechnology conference in the Twin Cities and receiving good contacts. Renquist stated Harlan Jacobs attended the WADC annual meeting and will be working as a consultant on the MinnWest Technology Campus. Renquist reported the BRE/R Technology Task Force will hold a Greater Minnesota Technology Showcase June 20-22, 2007.

WILLMAR DESIGN CENTER—Bev Dougherty showed a map of the Overland Trail. The plan will be submitted for a grant through Mid-Minnesota Development Commission. The map was designed by Tom Osaski, the new urban designer hired by the Willmar Design Center. The Barn Theatre's shed will be painted June 9 and 10. The Minnesota Design Team will come back June 1 for the Becker Market; the Holidaze parade will be November 18; they are working with the Housing and Redevelopment Authority and realtors on identifying downtown space for housing; and everyone is invited to attend a May 21 dedication of the Ray Pederson memorial waterfall. Renquist stated the Willmar Design Center will be handling its own financials and the EDC will no longer be in an oversight position of the Design Center.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 5:13 p.m.

NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, June 8, 2006**, at the EDC Office, Willmar.

Duane Hultgren, Secretary

APPROVED 6/8/06:

Milan Schmiesing, President